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MINUTES OF DEPUTY DIRECTOR (SUPPORT)

STAFF MEETING

9 May 1956

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Document No. <u>45</u>
No Change In Class. <input type="checkbox"/>
<input type="checkbox"/> Declassified
Class. Changed to: TS S <u>(C)</u>
Next Review Date: <u>1989</u>
Auth.: HR 70-3
Date: <u>15/11/79</u>
By: <u>009</u>

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## MINUTES OF DEPUTY DIRECTOR (SUPPORT)

## STAFF MEETING

9 May 1956

1. Colonel White announced that the meeting would be devoted primarily to the problem of determining what Support elements could be left out of the new building, but before starting this discussion he had a few items to dispose of:

a. Appropriations

Colonel White advised word had been received that CIA's appropriations had been approved by the House. The Senate has not yet acted on the bill.

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c. Commissioner of Public Buildings

Colonel White called attention to the appointment of Mr. F. Moran McConahe as Commissioner of Public Buildings.

d. Killian Committee

Colonel White stated that the Killian Committee would be here on Saturday, May 12, but only to see the Director, the Deputy Director (Plans) and the Chief of Operations. Colonel White also advised that Dr. Killian and Mr. Joseph Kennedy were planning a trip to Europe and will be accompanied by Mr. Patrick J. Coyne, Security Officer, National Security Council, leaving sometime in June.

e. Senior Staff Meeting

Colonel White advised the group that at the recent Senior Staff Meeting the Director had requested that all employees refrain from becoming involved in official or semi-official discussions with individuals outside the Agency on matters which are not within their scope of responsibility.

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f. Overseas Hotel Reservations

Mr. Lloyd called attention to a memorandum received from Mr. [redacted] Chief of Operations, DD/P, requesting that, except where circumstances did not permit, all hotel reservations for employees travelling overseas on TDY be made through the Central Processing Branch, Office of Personnel, rather than requesting overseas stations to make the reservations.

g. Director's Absence

Mr. Lloyd called attention to the fact that the Director will be away from his office from 19 May to 25 May, inclusive, and that papers should not be prepared for his signature after 16 May.

2. Colonel White indicated that steps would have to be taken, at least for planning purposes, to eliminate about 300,000 square feet of space from the new building by leaving behind certain organizational elements. After a thorough discussion and the consideration of all DD/S components, it was concluded that if necessary the following units could be left behind with the least resultant inefficiency:

## Comptroller - Machine Records Division.

Training - About two-thirds of the Office of Training could be placed outside the new building.

Personnel - Classification and Wage Division, the Interim Assignment Section, and Personnel Procurement Division.

Security - The pistol range proposed for location in the basement could be deleted from the plans.

Logistics - Printing and Reproduction facilities, with Real Estate and Construction Division next in order.

Colonel White emphasized the importance of insuring that the building was so designed that additions could be made later to take care of those offices not included. The architect will have to be consulted on this matter and furnished sufficient information to enable proper planning for inclusion of such elements as Printing and Reproduction, etc.

Colonel White also brought up the problem of the increasing amount of space that is being taken up by files and stressed the need for working out some system whereby files could be microfilmed or taken care of in some other fashion so that space requirements would not continue to increase year by year.

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[redacted] indicated the possible utilization of a microwave set-up that was under study.

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Approved For Release 2002/05/06 : CIA-RDP78-04718A000200100128-9

3. Mr. Norman Paul indicated to Colonel White that he hoped the Director would be able to find time to talk to the Congressional Committee handling our career legislation. It also was brought out that the proposed provision concerning allowances for territories and possessions had been left out at the request of the Bureau of the Budget. Mr. Baird said he thought some other solution should be found to give relief to employees assigned to territorial bases.

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4. [redacted] brought up the problem of getting communications personnel to go [redacted] without their dependents and stated that if the restriction were not lifted, our situation would worsen to the point that by the end of the year we would not be able to handle the traffic.

25X1A6A 25X1A9A 5. Mr. [redacted] advised the group that USIA had obtained approval in their career legislation for a retirement plan similar to the Foreign Service retirement plan. Mr. Paul said that it might be possible to get the appropriate Committee in Congress to include a similar provision in our career legislation. This should be given further attention.

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